



## Adding users to an Employer's account:

1. Login to the employer portal that you wish to add a user to <https://populationportal.gov.gg/>
2. Click "working as"

The screenshot shows the top navigation bar of the States of Guernsey Population Management portal. The 'Working as Test Company' button is highlighted with a red box. Below the navigation bar, the 'Applications in progress' section is visible, showing a table with one application: 'ER-0018-6575' for 'Employer Registration—Test Company' with a status of 'Awaiting registration'.

3. Click on "Manage this account"

The screenshot shows a dropdown menu for 'Manage this account'. The menu is open, showing options: 'Switch account:', 'Test Company Limited', and 'Create new account'. The 'Manage this account' button is highlighted with a red box.

4. Click "users"

The screenshot shows the 'Test Company' page. The 'Users' button is highlighted with a red box. The page displays the company name 'Test Company' and the type 'Employer'. The navigation bar at the top shows 'Working as Test Company' and 'Logout'.

5. Click “add”

The screenshot shows the 'States of Guernsey Population Management' portal. At the top, there's a green header with the logo and navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. On the right, it says 'Working as Test Company' and 'Logout'. Below the header, there's a section for 'Test Company' with buttons for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. The 'Users' button is highlighted. Below this, there's a table with columns 'Name', 'Email Address', and 'Role'. The first row shows 'test' as the name, 'test@test.com' as the email address, and 'Administrator' as the role. An 'Add' button is highlighted with a red box.

6. Input the user’s details (using the email address they wish to use)

- **Administrators** are able to: add new users; delete users; change user levels; make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Users** are able to: make Employment Permit applications; add, edit and delete employee records, and change the details of the employer record (for example to update the employer address and contact details).
- **Browsers** are able to view most of the information on the employer record, but can't make applications or edit any of the information they see. Browsers can't see payment records.

7. Click “Add”

The screenshot shows the 'States of Guernsey Population Management' portal. At the top, there's a green header with the logo and navigation links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. On the right, it says 'Working as Test Company' and 'Logout'. Below the header, there's a section for 'Test Company' with buttons for 'View', 'Edit', 'Applications', 'Payments', 'Users', 'Merge', 'Delete', and 'Select'. The 'Users' button is highlighted. Below this, there's a form with fields for 'Email Address' (containing 'test@test.co') and 'Role' (a dropdown menu with 'User' selected). An 'Add' button is highlighted with a red box.

If the user has previously registered the email address they will now have access to your account by clicking “working as” in the top right side of the portal, where they should now see the employer’s name in their agency list.

If the user has not previously registered their email address, they will now need to create an account [Click here to register](#)

**Always check who you are "Working as" before applying for anything.**